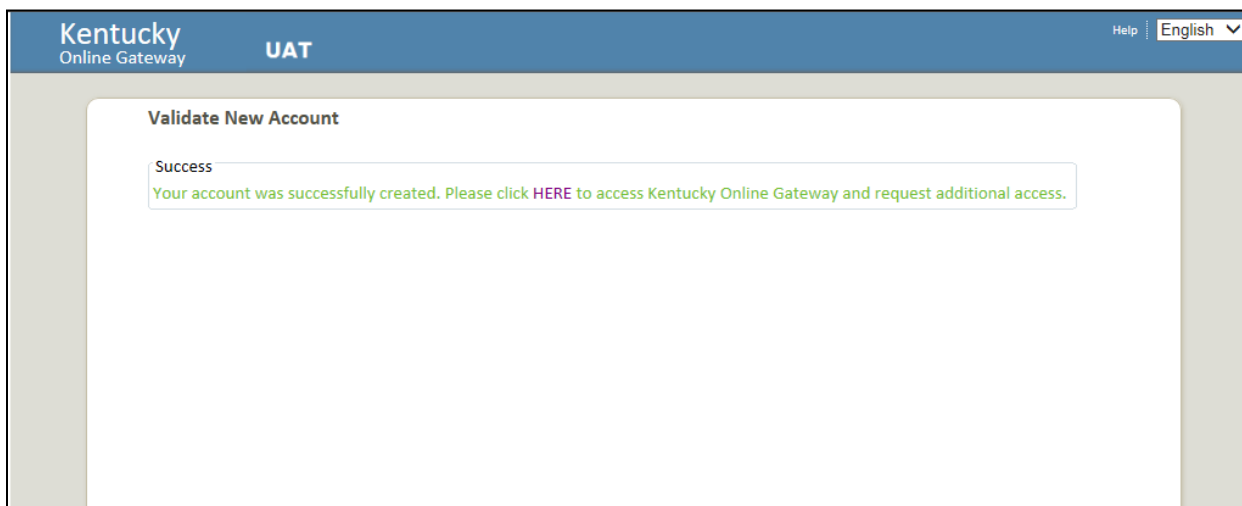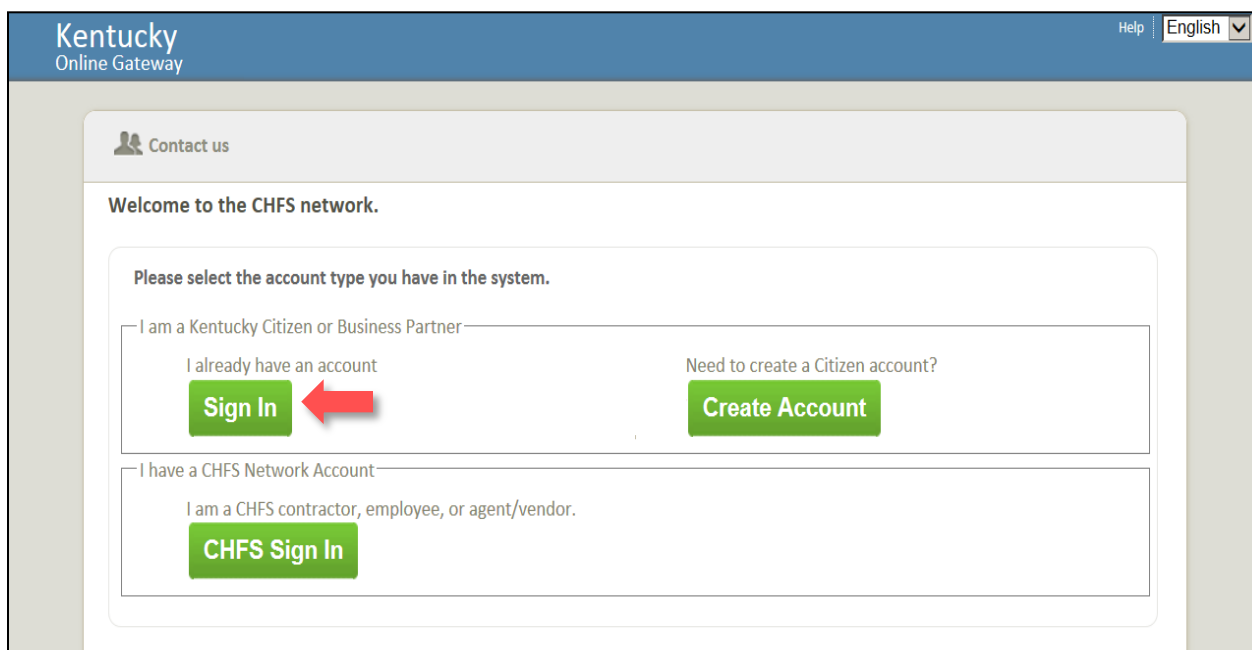# Access to the Annual School Immunization Survey for Kindergarten and Sixth Grade Reporting Using GenTrack

- You will need to request access to specific roles and applications (i.e. kindergarten and sixth grade surveys). Click **HERE** (as shown below) to be taken to the KOG login screen.
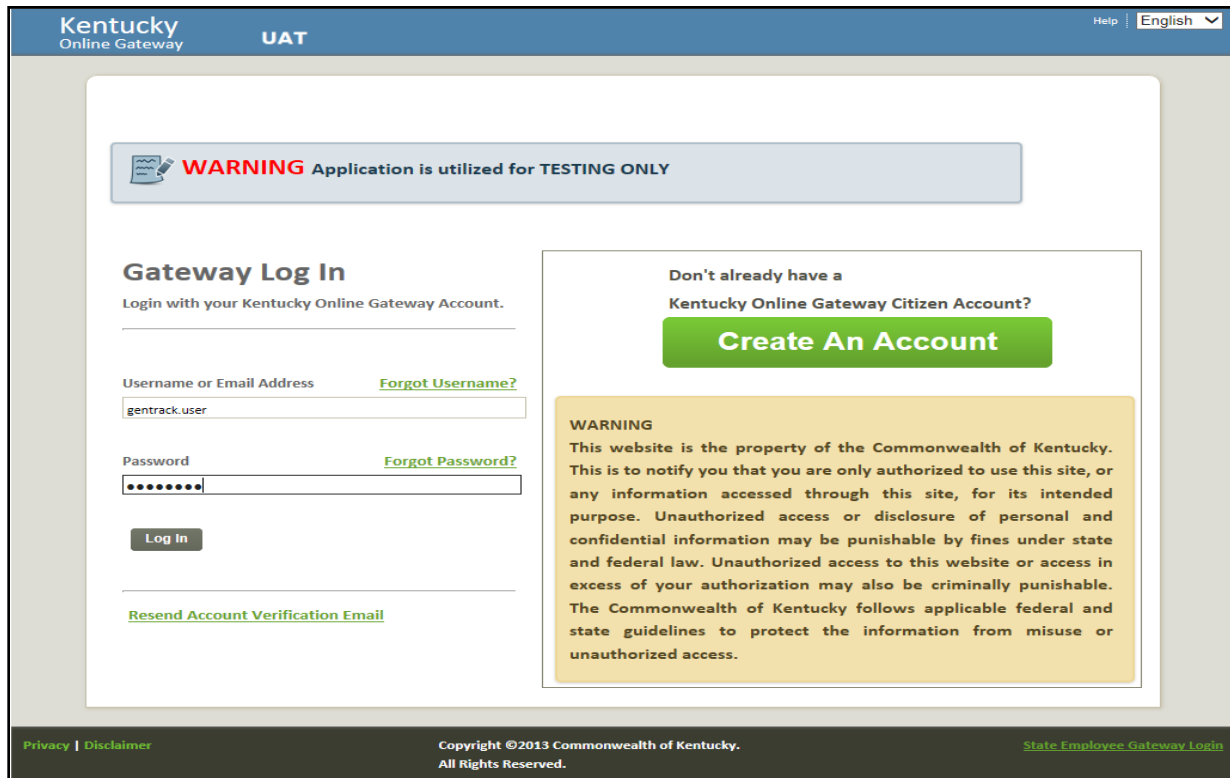

- You will be taken to the KOG login screen (as shown below).
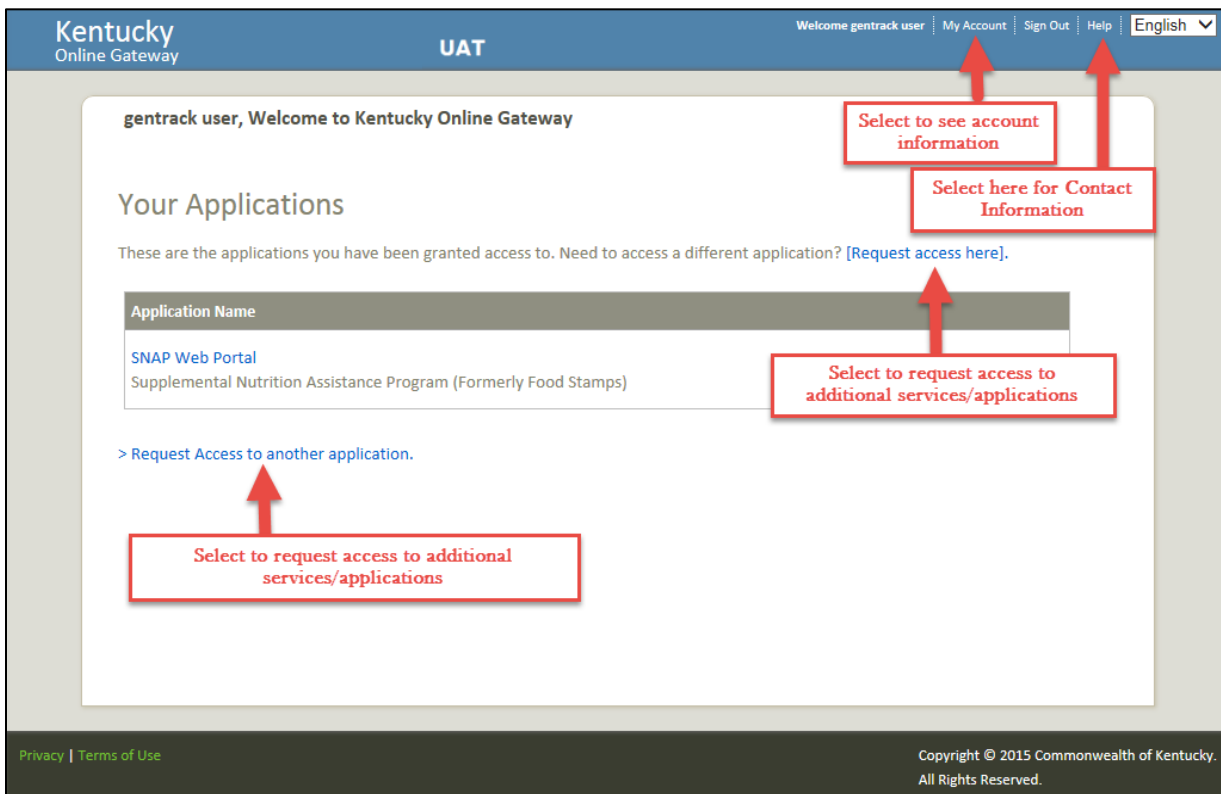

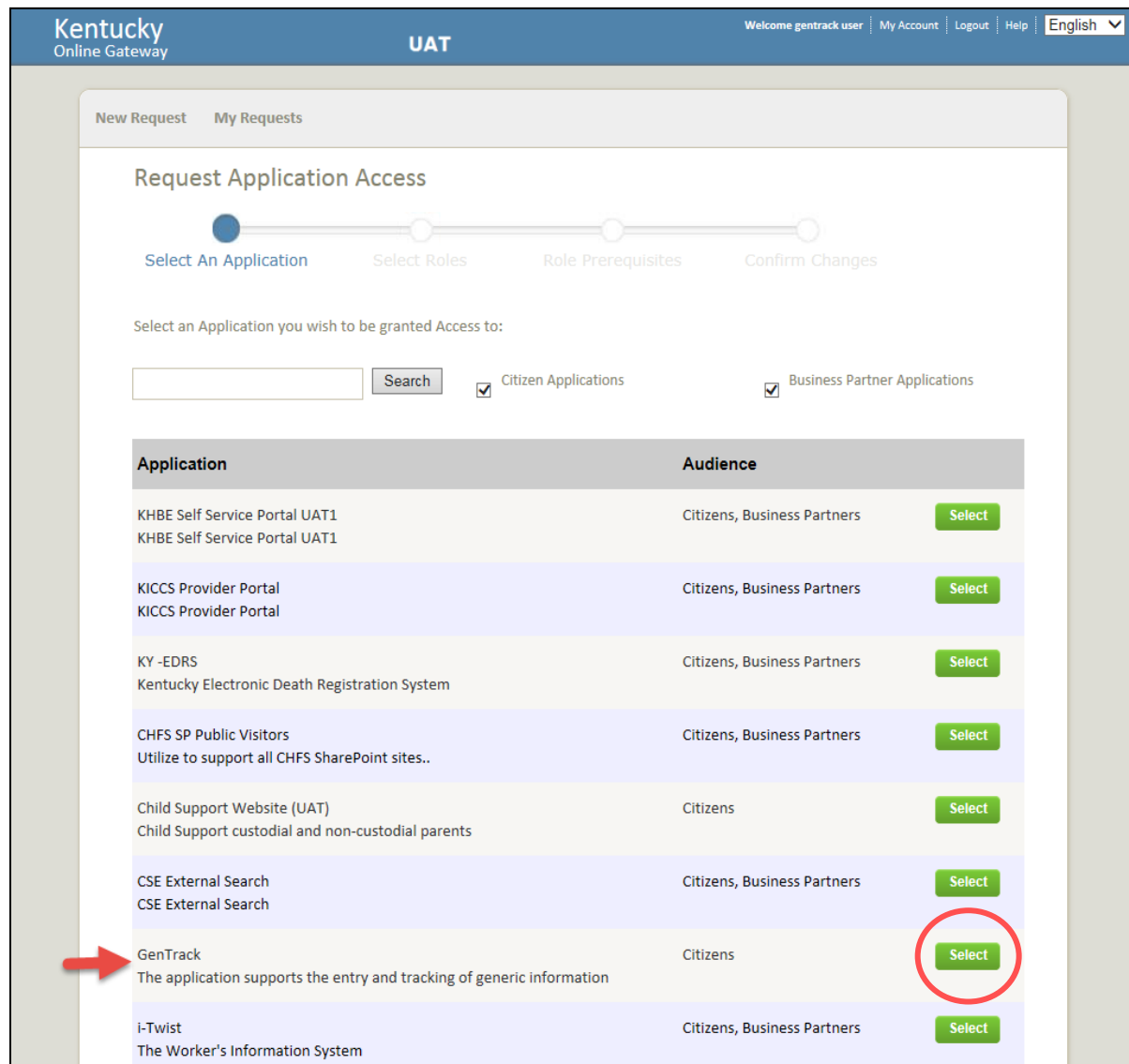- Click the **Sign In** button

- The screen shown below will be displayed. Enter your username and password, and then click the **Log In** button.

- The screen shown below will be displayed. Click **Request Access** (either link will direct you to the same page).

- The screen shown below will be displayed. Click the **Select** button to the right of GenTrack Application to continue.

- After clicking Select, the following screen (next page) will be displayed.

- Click in the checkbox under **Request**. Then click **Next**. You will be redirected to the Confirm Request page (see below). Click the **Submit Request** button.

- Once you click on Submit Request Button, your request for access to GenTrack will be generated.

- You will need to email Hollie Sands, the contact for the Annual School Immunization Surveys, to give you the appropriate role access.   In your email, please use the following format:
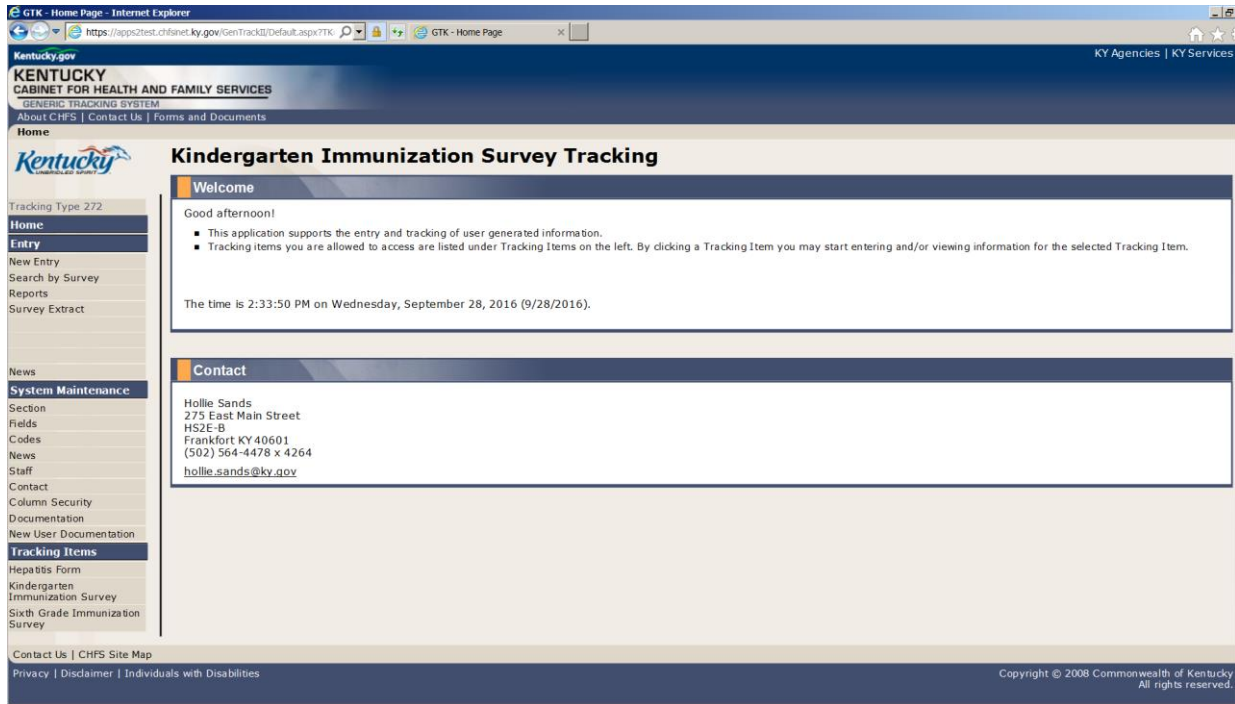 - Name: (First, Last)
  - County Name:
  - District Name:
  - School Name:
  - Role: (School nurse, clerk, guidance counselor, district health coordinator, LHD)
  - Grade(s) Reporting: (Kindergarten and/or Sixth Grade)

- **NOTE:** It could take up to two business days before your access is processed. Hollie Sands will email you once access has been granted.

- Once you receive the confirmatory email from Hollie Sands, go to https://gentrack.ky.gov/. You will be taken to a similar page displayed below.

Unless you have been given access previously GenTrack applications, your choices for entry will be only Kindergarten Immunization Survey or Sixth Grade Immunization Survey (found on the bottom left side of your screen). After you click GenTrack, you will be directed to a menu page with several options on the left-hand side. Please see the screen shot on the next page for an example of what the home page of the Kentucky Immunization Survey Tracking application looks like.
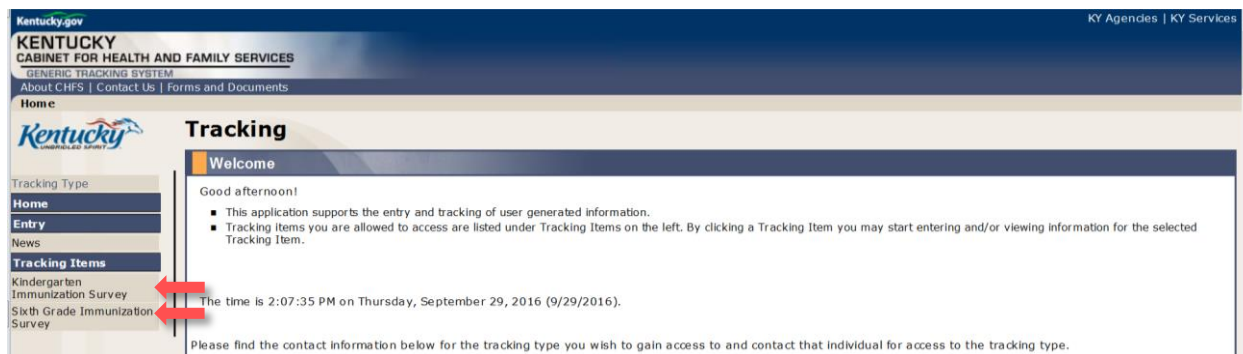
- Click either **Kindergarten Immunization Survey** or **Sixth Grade Immunization Survey** (dependent on which grade you are reporting).

- You will be directed to the following screen if you click Kindergarten Immunization Survey. (A similar screen will appear with the header of Sixth Grade Immunization Survey Tracking if you click Sixth Grade Immunization Survey)

- Click **New Entry**.

- You will be directed to the following page to enter your survey data (please see the next page).

- Using the Annual School Immunization Survey worksheets and instructions, please complete all the required fields (as indicated by an *).
  - Two new questions this year
    - School District Name
    - Number of children that have had the chickenpox (do not count children who have had a diagnosis of chickenpox as having two doses of Varicella)

- Once you complete all the fields, click **Save**. Your answers will be submitted and you will be in compliance for survey submission.

- If you need a copy for your records, you can click **Print**.

- This program will allow you to go in to review and edit your entry at any point. You will be able to revise any of your numbers until December 31, after this date the tracking system will be shut down and all data uploaded.

- **If you miss the December 31st deadline, you will be subject to a full certificate audit.**

- This process meets all FERPA and HIPAA confidential security measures. Please write down your password and answers to security questions, and keep them in a secure location. You will need these again to access the survey in subsequent years.